



ACQUISITION AND  
TECHNOLOGY

DP/CPF

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000



February 10, 1997

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES  
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,  
ASN(RD&A)/ABM  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DIRECTOR, PROCUREMENT POLICY, ASA(RD&A)/SARD-PP  
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS  
AGENCY

SUBJECT: Central Contractor Registration

Central Contractor Registration (CCR) allows Federal Government contractors to provide basic business information, capabilities, and financial information one time to the government. To make registration easier, on October 1, 1996, the Department of Defense (DoD) implemented the capability for contractors to register in the CCR through the World Wide Web. The CCR Web site may be accessed at <http://www.acq.osd.mil/ec>. Registration can also be accomplished via dial up modem at 614-692-6788 (User ID: ccrpub; Password: pub2ccri), or through any DoD Certified Value Added Network. Additionally, a paper form for registration may be obtained from the DoD Electronic Commerce Information Center at 1-800-334-3414. [Note: Companies that do not wish to conduct electronic commerce with the Federal Government at this time can reduce the amount of information they must provide by answering "no" to the question "Are you Electronic Data Interchange capable?"]

DoD would now like to use the CCR to comply with the recently enacted Debt Collection Improvement Act of 1996, which requires Federal agencies to have the Taxpayer Identification Number (TIN) of every contractor and to pay every contractor through electronic funds transfer. Having the necessary contractor information centrally available through the CCR where it can be accessed by both contracting and payment offices will greatly enhance DoD's ability to comply with the law. Additionally, contractors will have to provide this information only once and update it annually and as key company information changes, rather than providing it in response to every solicitation.

ENCLOSURE(1)



Therefore, I am proposing regulations requiring that, for awards resulting from solicitations issued after September 30, 1997, the contractor must be registered in the CCR or the contract cannot be awarded. This requirement will apply to all solicitations and awards, regardless of the media used: paper, oral, fax, electronic, etc. The only exceptions will be for purchases made with the Governmentwide commercial purchase card, contracting officers located outside the U.S., classified contracts, and contracts executed to support contingency or emergency operations.

The purpose of this memorandum is to inform you that changes to the DoD Federal Acquisition Regulation Supplement are in process to implement this requirement. A proposed rule will be issued shortly for public comment. Although the final rule may change somewhat based on the comments received, I believe it would be helpful for contractors to learn of this requirement as soon as possible. The Defense Finance and Accounting Service will include a notice about the new requirement in remittance advice furnished to contractors and on its World Wide Web site. I ask that you take whatever actions you can to inform contractors of the new requirement, such as by attaching a copy of this memo to newly issued solicitations.

*Eleanor R. Spector*

Eleanor R. Spector  
Director, Defense Procurement

cc: DSMC, Ft. Belvoir

## Central Contractor Registration Data Elements

CCR data elements are listed below. Potential users of the data include the registrant, procurement and contracting, budget and finance, logisticians and other government personnel, industry and the general public, and value added networks (VAN). The contractor is responsible for ensuring the accuracy of the data and is the only one authorized to change their data. The government uses the data internally to expedite the exchange of information among the various users of the data (e.g., budget, purchasing, paying offices).

Some data elements are public information, others have financial or commercial value and are considered sensitive. Each of the elements are identified as either public information and fully releasable (R), sensitive and conditionally releasable (C), or strict access control and not releasable (N). Alphabetical column headings are identified as follows:

A - Registrant	B - Procurement and Contracting
C - Budget and Finance	D - Logisticians and Other Government
E - General Public	F - Value Added Network (VAN) Providers

DATA ELEMENT DESCRIPTION	A	B	C	D	E	F
Type of application (initial, change, renewal, or cancel)	R	R	R	R	R	R
DUNS number	R	R	R	R	R	R
Applicant's Commercial and Government Entity (CAGE)	R	R	R	R	R	R
Applicant's Taxpayer Identifying Number (TIN)	R	R	R	N	N	N
Applicant's legal and business name(s)	R	R	R	R	R	R
Any other names used by the applicant (if applicable, could be a component within a business)	R	R	R	R	R	R
Applicant's business address (number, street, city, county/parish, province/state, postal and country codes)	R	R	R	R	R	R
Labor surplus area (yes or no)	R	R	R	R	R	R
Applicant's mailing address (number and street or post office box, city, state, postal and county codes, if different from business address)	R	R	R	R	R	R
Applicant's administrative point of contact (telephone, facsimile, and email)	R	R	R	R	R	R
Applicant's legal status (individual proprietor, partnership, S-corporation, corporation, nonprofit organization, state or local government, or educational institution)	R	R	R	R	C	C
Where incorporated (country or state)	R	R	R	R	C	C
Date business started or acquired	R	R	C	C	C	C
Parent company's name and DUNS, if applicable	R	R	R	R	R	R
Parent company's address (number, street city, state, postal and country codes)	R	R	R	R	R	R
Parent company's TIN	R	R	R	N	N	N
Affiliate's TIN number(s)	R	R	R	N	N	N

Central Contractor Registration (Cont'd)

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DATA ELEMENT DESCRIPTION	A	B	C	D	E	F
Applicant's type of business (manufacturing/supplies, research and development, construction, services, etc.)	R	R	R	R	R	R
Business classification (e.g. woman-owned, minority- owned, veteran, tribal, etc.)	R	R	R	R	R	R
8(a) certified and certifier, if applicable	R	R	R	R	R	R
Business size (large, small, or emerging)	R	R	R	R	R	R
Goods and/or services applicant provides (list all applicable Standard Industrial Classification (SIC), Product Service Codes (PSC) and Federal Supply Classification (FSC))	R	R	R	R	R	R
Other equipment, supplies, services not listed by SIC, PSC, or FSC	R	R	R	R	R	R
Special manufacturing equipment/materials not listed above	R	R	C	C	C	C
Targeted business locations (geographical areas where applicant is willing to conduct business)	R	R	R	R	R	R
Applicant's, parent, and affiliates' average number of employees during the preceding 12 months and previous three-year average revenues	R	R	C	C	C	C
Facility address where work is performed and level of quality assurance	R	R	C	C	C	C
Facility security clearance (secret, top secret, OPM, DOD, or DOE)	R	R	C	C	C	C
Highest employee security clearance	R	R	C	C	C	C
Contract Administration Office, point of contact, telephone, fax, email	R	R	R	R	R	R
Purchase card acceptance	R	R	R	R	R	R
Party to receive solicitations if different than applicant's	R	R	R	R	R	R
Party submitting quotes if different than applicant's	R	R	R	R	R	R
Party to receive purchase orders if different than applicant's	R	R	R	R	R	R
Party performing packaging (when required and different than applicant)	R	R	R	R	R	R
Party authorized to sign legal documents (telephone, fax, email)	R	R	R	R	C	C
Applicant's authorized financial services point of contact (telephone, fax, email)	R	R	R	R	C	C
Applicant's method of payment preference (CCD+ or CTX)	R	R	R	C	C	C
Remittance address when payment must be by check	R	R	R	N	N	N
Name of financial institution where payment is to be sent	R	R	R	C	C	C
Financial institution's address	R	R	R	C	C	C
America Bank Association number/nine-digit routing transit number	R	R	R	C	C	C
Account number (checking, savings, or lock box)	R	R	R	N	N	N
Financial institution's point of contact (telephone, fax, email)	R	R	R	C	C	C
Automated clearinghouse's point of contact (telephone, fax, email)	R	R	R	R	R	R
Financial institution EFT remittance information capabilities	R	R	R	R	R	R
Alternate remittance name and mailbox address of service provider, if other than registrant or registrant's VAN	R	R	R	C	C	C
Electronic data interchange (EDI) capabilities, if applicable	R	R	R	R	R	R

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EDI capabilities (transaction sets' versions and releases)	R	R	R	R	R	R
DATA ELEMENT DESCRIPTION	A	B	C	D	E	F
Interfaces (APADES, ITEMP, ILSMIS, MADES, POPS, SAACONS, SANSFD, SPEDE, and/or SPS)	R	R	R	R	R	R
Applicant's EDI point of contact, telephone, fax, email	R	R	R	R	R	R
Applicant's value added network (VAN) name and DUNS	R	R	R	R	C	R
Applicant's mailbox at the VAN	R	R	R	R	N	C
Party to receive electronic remittance advice	R	R	R	C	C	C
Representations and certifications acknowledgment	R	R	R	R	R	R
Individual's name and title certifying application's accuracy	R	R	R	C	N	N
Federal Electronic Commerce Acquisition Instructions (FECAI) acceptance	R	R	R	R	R	R
Trading partner identification number (TPIN)	R	N	N	N	N	N